

# PROJECT PLAN AMENDMENT – LEGAL REQUIREMENTS

COUNTY (please type or print)
MUNICIPALITY
TAX INCREMENTAL DISTRICT NUMBER

PLEASE COMPLETE	
AA	MUNICIPAL CODE

**RETURN TO:**  
Wisconsin Dept of Revenue  
Tax Incremental Finance, MS 6-97  
PO Box 8971  
Madison, WI 53708-8971

## PLEASE SEE INSTRUCTIONS BELOW

INDICATE THE DATE EACH ACTIVITY WAS COMPLETED	DATE
Hearing notice sent by first class mail to chief executive officer of all local government entities having power to levy taxes on Tax Incremental District (TID) property and to school districts involved. Include copies.	
Hearing notice published as a class 2 notice under W.S. Chapter 985. The notice must contain a statement of purpose and cost of the amendment. Include a proof of publication from the newspaper.	Date of 1st insertion
	Date of 2nd insertion
Public hearing held by planning commission.	
Project plan amendment approved by planning commission resolution.	
Project plan amendment approved by city council or village board resolution. (Must contain the same findings as the creation resolution)	
Project plan amendment approved by the Joint Review Board.	

## INSTRUCTIONS

This form is used to report the dates that required legal steps for amending a tax incremental district's project plan were completed. It should be submitted with copies of the various documents, including a copy of the amended plan. PLEASE NOTE: The clerk is required to give the department written notice of the adoption of a project plan amendment within 60 days after its adoption. See the project plan amendment checklist (PE-109A) for other items that may have to be submitted to the department.

## TO COMPLETE THE FORM

Enter the county, municipality, and TID number in the box in the upper left-hand corner. In the right-hand column indicate the dates that the various required legal steps for amending a TID project plan were completed.

INDIVIDUAL TO CONTACT FOR INFORMATION	
Name	Phone
Address	E-mail: